

The Words You Need to Know...

- **Active program or window** - The application or window at the front (foreground) on the monitor.
- **Application** - a program in which you do your work.
- **Application Key** - does the same function as right clicking, opening dialog windows and giving you access to settings and information.
- **Background** - part of the multitasking capability. A program can run and perform tasks in the background while another program is being used in the foreground.
- **Bit** - the smallest piece of information used by the computer.
- **Backspace Key** - delete key that removes characters and words to the left of the cursor.
- **Backup** - a copy of a file or disk you make for protecting your work.
- **Boot** - to start up a computer.
- **Bug** - a programming error that causes a program to behave in an unexpected way.
- **Byte** - a piece of computer information made up of eight bits.
- **CD-ROM** - an acronym for Compact Disc Read-Only Memory drive or disc. Most new computers are equipped with CD-RW drive which is Compact Disc Read-Write and allows you to save lots of data to a CD.
- **Clicking** - Pressing the mouse button to select or perform a function.
- **Clipboard** - A portion of memory where the computer temporarily stores information.
- **Control Key** - seldom used modifier key on the Mac.
- **CPU** - the Central Processing Unit. The processing chip that is the "brains" of a computer.
- **Crash** - a system malfunction in which the computer stops working and has to be restarted.
- **Cursor** - The pointer - arrow, cross-shaped, I-beam for texting and pointed finger for internet browsing - which is controlled by the mouse.
- **Daisy Chaining** - the act of stringing devices together in a series (such as SCSI).
- **Database** - an electronic list of information that can be sorted and/or searched.
- **Data** - (the plural of datum) information processed by a computer.
- **Delete Key** - deletes characters and words to the right of the cursor.
- **Desktop** - A metaphor for the computer screen where icons and windows are displayed.
- **Dialog Box** - an on-screen message box that appears when the Mac requires additional information before completing a command.
- **Digitize** - to convert linear, or analog, data into digital data which can be used by the computer.
- **Disk or diskette** - a spinning platter made of magnetic or optically etched material on which data can be stored.
- **Disk Drive** - the machinery that writes the data from a disk and/or writes data to a disk [Drive A].
- **Document** - a file you create, as opposed to the application which created it.
- **DPI** - acronym for Dots Per Inch - a gauge of visual clarity on the printed page or on the computer screen - most computers screens project at 72 dpi.
- **Download** - to transfer data from one computer to another. (If you are on the receiving end, you are downloading. If you are on the sending end, you are uploading).

- **Drag** - to move the mouse while its button is being depressed.
- **Drag and Drop** - a feature on the Mac which allows one to drag the icon for a document on top of the icon for an application, thereby launching the application and opening the document.
- **Driver** - a file on a computer which tells it how to communicate with an add-on piece of equipment (like a printer).
- **File** - the generic word for an application, document, control panel or other computer data.
- **Floppy Disk** - a 3.5 inch square rigid disk which holds data. (Floppy is from the earlier 5.25 and 8 inch disks that were flexible).
- **Folder** - an electronic subdirectory which contains files.
- **Font** - a typeface that contains the characters of an alphabet or some other letterforms.
- **Footprint** - The surface area of a desk or table which is occupied by a piece of equipment.
- **Format** - to prepare a disk for use in the computer; creates a new directory and arranges the tracks for the recording of data. Most diskettes are sold already formatted.
- **Freeze** - a system error which causes the cursor to lock in place.
- **Gig** - a gigabyte = 1024 megabytes.
- **Hard Drive** - a large capacity storage device made of multiple disks housed in a rigid case [drive C].
- **Hardware** - The physical components of the computer - you can touch them [monitor, keyboard]
- **Highlight** - to select by clicking once on an icon or by highlighting text in a document.
- **Icon** - a graphic symbol for an application, file or folder.
- **Insertion Point** - in word processing, the cursor which indicates where your next typing will begin.
- **Installer** - software used to install a program on your hard drive.
- **K** - short for kilobyte which is 1024 bytes.
- **Keyboard** - Your computer's data input device - type text, instructions and data into computer programs and applications.
- **Keyboard Shortcut** - a combination of keystrokes that performs some function otherwise found in a drop down menu.
- **Landscape** - in printing from a computer, to print sideways on the page.
- **Launch** - start an application.
- **Measurements** (summary) -

bit = one binary digit (1 or 0)

8 bits = one byte

1024 bytes = one kilobyte [K]

1024K = one megabyte [MB}

1024M = one gigabyte [GB]

- **MB** - short for megabyte which is 1024 kilobytes..
- **Memory** - the temporary holding area where data is stored while it is being used or changed; the amount of RAM a computer has installed.
- **Menu** - a list of program commands listed by topic.
- **Menu Bar** - the horizontal bar across the top of the Window of any program you are using that lists the drop down menus.

- **Monitor** - Television-like screen that shows you what your computer is doing.
- **Mouse** - Lets you control the computer by controlling the location and action of the cursor.
- **Multi-tasking** - running more than one application in memory at the same time.
- **Operating System** - the system software that controls the computer.
- **Palette** - a small floating window that contains tools used in a given application.
- **Paste** - to insert text, or other material, from the clipboard or copy buffer.
- **PC** - acronym for personal computer, commonly used to refer to an IBM or IBM clone computer, which generally uses a Windows Operating System.
- **Peripheral** - an add-on component to your computer.
- **Point** - (1/72") 12 points = one pica in printing.
- **Port** - a connection socket, or jack on the Mac.
- **Printer** - a computer peripheral that transfers graphics and text from your computer to paper.
- **Program** - Software designed to perform specific functions [word processing, spreadsheets, etc.].
- **RAM** - acronym for Random-Access Memory.
- **ROM** - acronym for Read Only Memory; memory that can only be read from and not written to.
- **Save** - to write a file onto a disk.
- **Save As** - (a File menu item) to save a previously saved file in a new location and/or with a new name. This function generally will compress a file by overwriting it with all changes and edits updated.
- **Scroll** - to shift the contents of a window to bring hidden items into view.
- **Scroll Arrows** - at the ends of the scroll bar, used to navigate the page a line at a time.
- **Scroll Bar** - a bar at the bottom or right side of a window that contains the scroll box and allows scrolling. Clicking in the scroll bar allows you to move through the page a screen at a time.
- **Scroll Box** - the box in a scroll bar that is used to slide through a window in the amount of space needed.
- **SCSI** - acronym for Small Computer System Interface.
- **Shut Down / Log Off** - the command from the start menu that shuts down the computer safely.
- **Software** - Programs/applications that contain instructions for a computer.
- **Spreadsheet** - a program designed to look like an electronic ledger.
- **Surge Protector** - a power strip that has circuits designed to reduce the effects of surge in electrical power. (not the same as a UPS)
- **Title Bar** - the horizontal bar at the top of a window, which has the name of the file or folder it represents.
- **Tool Bar** - A strip of icons in a software program located at the top of the screen.
- **Upload** - to send a file from one computer to another through a network.
- **Uninterruptible Power Source (UPS)** - a constantly charging battery pack which powers the computer. A UPS should have enough charge to power your computer for several minutes in the event of a total power failure, giving you time to save your work and safely shut down.